



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 29, 1998

MEMORANDUM SA 99-20

TO: Purchasing Agents
Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, C P A
Director

SUBJECT: Vendor Training Courses

URGENT

Which forms are required for activating vendor records added to ISIS? Changing them? Whom do I contact for assistance? Where do I send completed forms? Why did my check go to a different address then the address on the printed order? Perplexed?

WE HAVE THE CURE!!!!



Due to the positive feedback we received during our October and November training classes, the Office of Statewide Reporting and Accounting Policy (OSRAP) is offering two additional vendor training courses during the month of January. OSRAP is offering a one and a half day course - Adding Vendors, Changing and Selecting Vendor Records in ISIS - on January 25-26 and again on the 27-28. The classes will be conducted in the Department of Natural Resources Building in Baton Rouge. Attached to this memorandum is an enrollment form for your use. Please return the completed enrollment form to OSRAP as soon as possible to reserve your slot. Class size is limited by the number of computers in the training room and we may have to adjust your dates of attendance. You will be notified in writing of your class assignment, provided with parking permits and general instructions at a later date. We suggest that you fax the enrollment form to OSRAP, Attn: Ms. Jennifer Harrell at (225)342-1053.

Agencies should send the personnel that actually do the data entry and maintenance of vendor records used by their agency. Attendees must have an ISIS user ID and know how to navigate the subsystems of ISIS.

If you have any questions, please contact the OSRAP Help Desk at (225)342-1097.

FHK:rtj

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY
VENDOR TRAINING REQUEST FORM**

TRAINEE INFORMATION <i>(please print)</i>		
Name:	Phone:	
SSN:	Fax:	
Department Name:	Agency #:	
Agency Name:	Dates Unavailable for Training:	
Street/P.O. Box:		
City and Zip:		
User ID:		
<i>Place a check (attend.)</i>		
January 25 - 26:		
Adding, Changing, Selecting Vendors (1 1/2 day)		
January 27-28:		
Adding, Changing, Selecting Vendors (1 1/2 day)		
Agency Fiscal Officer/Training Coordinator Approval	Date	Phone

Completed forms may be sent by **mail** to: Ms. Jennifer Harrell
 Office of Statewide Reporting and Accounting Policy
 P. O. Box 94095
 Baton Rouge, LA 70804-9095

Messenger mail to: 1051 North Third Street (Capitol Annex), 1st Floor

OR

FAXED to: (225)342-1053